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DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS

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JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

SECTION 01310

ADMINISTRATIVE PROCEDURES 07/03

NOTE: This guide specification covers the
requirements for administrative procedures.

Comments and suggestions are welcome. Using e-mail
for feedback is encouraged. Comments should be
directed to:

Engineering Division, Design Branch, Specifications
Section.

ALL COMMENTS RECEIVED WILL BE DISSEMINATED TO THE
PROPER OFFICE FOR RESPONSE.

PART 1 GENERAL

NOTE: This guide specification contains
requirements which may be included in projects when
applicable; requirements will be added, deleted, or
modified as necessary to satisfy project conditions.

1.1 SUMMARY

Manage project and coordinate activities of own employees, subcontractors, suppliers and offsite fabricators. Contractor shall use computers, E-mail, and Internet resources for administrative work. Notify Contracting Officer of important meetings, schedule events and activities. Furnish labor and materials and equipment required to plan and execute project management functions and coordination. Coordinate activities and manage resources to construct project conforming to contract, on time and within budget. Related Sections are [01320 PROJECT SCHEDULE], [01321 CONSTRUCTION PROGRESS DOCUMENTATION], and [01451 CONTRACTOR QUALITY CONTROL.] [01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL.]

1.2 SUBMITTALS

NOTE: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Transmit submittal items in accordance with Section 01330 SUBMITTAL PROCEDURES. Bring following administrative submittal items to Preconstruction Conference:

SD-01 Preconstruction Submittals

List of Subcontractors

Documentation of compliance with Clauses SUBCONTRACTS (LABOR STANDARDS) and LIMITATIONS ON SUBCONTRACTING of Section 00700 CONTRACT CLAUSES, and, if included, paragraph LIMITATIONS ON SUBSTITUTIONS FOR CERTAIN POSITIONS AND/OR SUBCONTRACTORS of Section 00800 SPECIAL REQUIREMENTS. Submit a list of proposed subcontractors with company name, person to contact, street address, mail address, phone number, type of specialty and estimated subcontract quote.

Signature Authority

Furnish a power of attorney or a notarized letter of authority from Contractor identifying local representatives authorized to sign contract documents.

Drug-Free Work Place Record

Documentation of compliance with Clause DRUG-FREE WORKPLACE of Section 00700 CONTRACT CLAUSES (see subparagraphs (b)(1) through (b)(7)).

NOTE: Delete the following submittal UNLESS work is located on a GOVERNMENT INSTALLATION; i.e., Military Base.

[Certificate of Insurance

Refer to Clause INSURANCE--WORK ON A GOVERNMENT INSTALLATION of Section 00700 CONTRACT CLAUSES.]

1.3 PROJECT COORDINATION

1.3.1 Resident Management System (RMS)

Contractor shall use Corps of Engineers' Resident Management System, referred to as Quality Control System (QCS), for construction information

management. See Section 01312 QUALITY CONTROL SYSTEM (QCS).

1.3.2 Coordination with Other Contracts

NOTE: Some sites have multiple contracts and limited access or storage. When on-going contracts are in vicinity of project site, show location, shared facilities and work by others, utility owners. Furnish as much site-specific information as possible for Contractors to manage risk and cost estimate coordination requirements.

1.3.2.1 [Contractor Shared Space or Facilities

[[Employee parking] [and] [material storage areas] will be shared with other Contractors. Each Contractor is responsible to maintain his portion of shared facilities until contract completion of his contract. Each Contractor is responsible to secure and protect stored materials from theft or damage.] [Portions of access road are shared; first Contractor on site is responsible to maintain shared portion of access road passable for two-wheel drive sedans until his contract completion. Upon demobilization of maintaining Contractor, the remaining Contractor will be notified by Contracting officer to maintain parking, storage areas and access roads in satisfactory condition for clean-up and dust control.]

1.3.2.2 [Previous Supply Contract

Contract includes Contractor installation of Government-furnished property (GFP) furnished under Government supply contract. Contracting Officer will deliver GFP to a location for Contractor storage or pick-up. Coordinate GFP delivery and supplier activities in construction schedule. Notify Contracting Office when supplied technical on-site support is required to oversee installation of GFP.]

1.3.2.3 [Adjacent Contractor

An active construction near project site may impact Contractor work (location is as shown). Coordinate activities to avoid impact to adjacent Contractors and prevent problems from adjacent contract.]

1.3.2.4 [Future Contract

During construction period for this project, a future contract [(located as shown)] [(near project site)] is scheduled to start. Coordinate contract activities with other Contractor to avoid impact to either contract. Notify Contracting Officer of problems caused by other contract.]

1.3.2.5 [Work by Others

During construction period, construction or maintenance work will be performed by others within construction limits. Coordinate work by others with Contracting Officer and schedule activities to avoid problems.]

1.3.3 [Access to Others

Maintain access to [] as shown. Maintain access to power poles and other items owned or operated by utility companies. Coordinate

with utility companies as required for line marking, hookups, and relocations as needed to perform work. Incoming electrical utilities become the responsibility of Contractor at [transformers]. Coordinate emergency incident response with local law enforcement and fire rescue authorities. Notify Contracting Officer in writing of coordination problems encountered effecting work.]

1.4 PROJECT MEETINGS

Contracting Officer requires following types of project meetings:

- Preconstruction Conference
- Partnering Meeting
- Partnering Regroup Meetings
- Coordination Meeting
- Preparatory and Initial Phase meeting for each feature of work
- Project Progress Meetings

Project meetings are described in detail in subparts below.

1.5 PRECONSTRUCTION CONFERENCE

Contracting Officer will conduct a Preconstruction Conference for this project in accordance with Clause PRECONSTRUCTION CONFERENCE of Section 00700 CONTRACT CLAUSES. Preconstruction Conference will be after Notice of Award (NOA) but prior to Notice to Proceed (NTP). (Refer to subparagraph "Preconstruction Conference Submittals" below.) Contracting Officer will notify Contractor of time, place, and agenda. Contractor shall notify key subcontractors and suppliers to attend. Contracting Officer will discuss contract "ground rules" and general issues including:

- Lines of Contracting Officer authority
- Lines of Contractor authority
- 00700 Contract Clauses
- 00800 Special Contract Requirements
- Contract Administration
- Progress Payment
- Correspondence Procedures
- Project Schedule
- Submittal Register
- Labor requirements
- General Site Safety

1.5.1 Preconstruction Conference Minutes

Contracting Officer will take detailed minutes of Preconstruction Conference discussions and may use an audio or video tape. Copies of typed minutes will be provided to the Contractor to review for accuracy, sign and return. Signed minutes become part of the contract file. Audio or video tapes if used will be made available for Contractor to review or copy at Area Office.

1.5.2 Preconstruction Conference Submittals

The timing of submission of submittals and completion of the Preconstruction Conference is intended to allow the Contractor and the Government adequate time to prepare for commencement of work. However, should the Contractor fail to submit required items within the times stated, the Contracting Officer may issue NTP prior to receipt of

submittals and prior to the Preconstruction Conference. If NTP is issued prior to the Contractor's compliance with submittal requirements and prior to the Preconstruction Conference, the Contractor will not be permitted to commence work until these requirements have been satisfied. Any delays attributable to the Contractor's failure to comply with these pre-work requirements shall be at the Contractor's expense and may be cause for remedial action by the Contracting Officer. Submittals required by this Section are described in paragraph SUBMITTALS above.

1.5.2.1 Other Division 01 Submittals

NOTE: Select appropriate bracketed Section reference. Fill in blanks where appropriate.
REMEMBER TO DELETE BRACKETS.

In addition to the above, bring listed Division 01 submittals in draft form to Preconstruction Conference:

[-- Network Analysis Schedule - See Section 01320 PROJECT SCHEDULE]
 [-- Construction Schedule - See Section 01321 CONSTRUCTION PROGRESS DOCUMENTATION]
 -- Submittal Register - See Section 01330 SUBMITTAL PROCEDURES
 -- Environmental Protection Plan - See Section 01355 ENVIRONMENTAL PROTECTION
 -- Quality Control Plan - See Section [01451 CONTRACTOR QUALITY CONTROL] [01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL]
 [-- Temporary Facilities Plan - See Section 01500 TEMPORARY CONSTRUCTION FACILITIES]

Contracting Officer reviews submitted draft plans to prepare Coordination Meeting agenda and understand Contractor procedures.

1.5.2.2 Divisions 02 through 16 Submittals

In addition to the above, bring submittal items for materials, workmanship, plans or events required early in project schedule which are ready for transmittal to Contracting Officer. Prepare transmittal of submittal items in accordance with Section 01330 SUBMITTAL PROCEDURES.

1.6 PARTNERING

Contracting Officer wants to have a bilateral project partnership with Contractor that draws on strengths of both organizations to identify and achieve common goals. Typical partnering goals include:

- Effective and efficient contract performance
- Project completion on time and within budget
- Construction completed according to plans and specifications
- Development of cooperative management teams
- Project success with customer (stakeholders) satisfaction
- Improved Project communication

1.6.1 Initial Partnering Meeting

NOTE: Fill in blanks where applicable. Remember to

Administrative Contracting Officer Representative (Area Engineer)
Construction Quality Assurance Representatives
Jacksonville District - Construction Branch persons
Jacksonville District - Engineering Division Designers
Local Sponsor (Owner) - []
[]

1.6.2 Partnering Regroups

1.7 NOTICE TO PROCEED

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period or contract price.

1.8 COORDINATION MEETING

Coordination Meeting is scheduled, convened and conducted by Contracting Officer after a Preconstruction Conference and prior to starting physical construction. Draft plans submitted after NOA (i.e., Quality Control Plan, Environmental Protection Plan and Accident Prevention Program) will have been reviewed. Coordination Meeting is primarily for on-site Contractor Quality Control staff, including subcontractor and supplier employees performing quality control, to meet and discuss the project in detail with Contracting Officer's Quality Assurance Representatives. Purposes of Coordination Meeting are:

- Achieve mutual understanding with Contractor of required Quality Control
- Jointly review submitted draft plans; resolve issues of concern
- Discuss project plans and specifications, schedule, documentation
- Establish a good working relationship between the Contractors Quality Control Staff and Quality Assurance Representatives

1.9 PROGRESS MEETINGS

Schedule, convene and preside over progress meetings as required. As project activities increase ("ramp up"), a minimum of one progress meeting per week is typical of a project of this scope. Convene additional meetings as required, or when requested by Contracting Officer. Notify persons needed to be present to discuss agenda issues. Contracting Officer may direct attendance by key Contractor suppliers, or fabricators as needed. A sample meeting agenda is provided in paragraph GENERAL MEETING REQUIREMENTS below.

1.9.1 Progress Meeting Participants

Typical participants include:

- Contracting Officer or Contracting Officer's Representative
- Contractor's Site Superintendent
- Contractor's Quality Control Manager
- Contractor's Safety Coordinator
- Subcontractors, as appropriate to the agenda
- Suppliers, as appropriate to the agenda
- Others as appropriate to the agenda

1.10 ALTERNATE DISPUTE RESOLUTION (ADR)

Contracting Officer wants disputes resolved in a timely, professional, and non-adversarial manner. ADR is a voluntary, non-binding procedure available for use in this contract. ADR combines business administration methods of issue clarification and problem solving techniques. ADR is used in place of formal dispute resolution procedures to promote and maintain amicable working relationships.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 GENERAL MEETING REQUIREMENTS

NOTE: Select appropriate reference.

See Section [01451 CONTRACTOR QUALITY CONTROL] [01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL] for Preparatory and Initial Phase meeting checklists. Contractor is responsible for phase and progress meetings to include:

- Meeting notification to participants
- Prepare agenda for meetings
- Use phase checklists for Preparatory and Initial Phase meetings
- Physical arrangements for meetings
- Preside at meetings
- Record minutes recording proceedings and decisions
- Copy and send minutes to:
 - Meeting participants
 - Project parties affected by decisions
 - Contracting Officer (No later than 3 working days)

3.2 PROGRESS MEETING AGENDA

Modify agenda as needed for on-going work.

- Review minutes from previous progress meetings
- Review work progress since previous meeting
- Review current definable features of work:
 - Identify phases of current features of work
 - Identify pending phase changes
 - Identify features for discussion in next scheduled meeting
- Discuss problem prevention:
 - Field observations
 - Deficiencies and tracking
 - Procedures working well
 - Problems, conflicts
 - Methods to improve
- Review construction schedule:
 - Identify delays
 - Discuss proposed corrective actions to regain schedule
- Submittals and Requests for Information (design interpretation):
 - Review submittal register
 - Identify submittals to expedite as required
- Review off-site activities:
 - Fabrications
 - Material and equipment delivery schedule
- Review Testing:
 - Type, Schedule
 - Received Results
- Review changes to construction schedule:
 - Planned progress during succeeding work period
 - Coordination of various schedules
 - Effect of changes on construction and completion date
- Review site safety

Discuss maintaining contract quality for materials and workmanship
Discuss pending modifications, changes and substitutions
Discuss other business, as appropriate

-- End of Section --